

CLASS TITLE:

STATE FLEET ADMINISTRATOR

Class Code: 02523400

Pay Grade: 39A

EO Code: A

CLASS DEFINITION:

GENERAL STATEMENT OF DUTIES: Within the Department of Administration, to be responsible for the overall planning, coordination, administration and implementation of a complex and comprehensive State Fleet program which includes the identification, organization, coordination and distribution of vehicles of various serviceable functions and related resources across all agencies; and to do related work as required.

SUPERVISION RECEIVED: Works under the administrative direction of a division director with considerable latitude for the exercise of independent judgment and initiative; work is reviewed for conformance to state and departmental guidelines, policies, and procedures.

SUPERVISION EXERCISED: Plans, organizes, coordinates and directs the work of professional, technical and clerical staff.

ILLUSTRATIVE EXAMPLES OF WORK PERFORMED:

Within the Department of Administration, to be responsible for the overall planning, coordination, administration and implementation of a complex and comprehensive State Fleet program, to include the identification, organization, coordination and distribution of vehicles of various serviceable functions and related resources across all agencies.

To direct the staff of the State Fleet Operations program in the performance of duties related to operational administration, to include the procurement of assets and services, administration of invoicing and payments, preparation of vehicle registration, coordination of vehicle maintenance, coordination of insurance needs, maintenance of vehicle records, maintenance of energy distribution hubs and monitoring of energy usage.

To serve as a liaison with personnel in all state agencies involved in agency-level fleet management function; coordinates these agency-level programs to ensure maximum fleet utilization and efficiency.

To be responsible for the development, administration and coordination of a statewide vehicle purchase, maintenance and repair program.

To provide guidance, advice and consultation to agency-level personnel on fleet related matters and concerns.

To formulate State Fleet program strategies and objectives in the effort to achieve divisional and organizational goals.

To develop, administer, interpret and enforce laws, rules, regulations, policies and procedures concerning fleet operations to include the use, maintenance protection and safe operation of state-owned vehicles.

To oversee the allocation and distribution of vehicles to state agencies based on a variety of factors to include programmatic priorities, forecasting and budgetary considerations.

To be responsible for developing, implementing and maintaining a system and procedures for the acquisition of vehicles for state agencies within the purview of the State Fleet program and to plan for the disposal of used vehicles.

To investigate all escalated complaints of vehicle misuse and fraud from both internal and external sources; maintains a procedure for handling complaints from the public concerning alleged misuse.

To be responsible for the management of vendor relationships to include the negotiation of vendor contracts.

To research new and emerging technologies and best practices related to vehicle and fleet maintenance, management and organization and makes recommendations on how to implement into the state fleet program.

To initiate and direct studies and the preparation of reports and statistical information aimed at the control and maximum utilization of state-owned vehicles, to include audits of vehicle utilization and energy usage.

To identify and forecast potential outcomes, conduct needs and gap analysis to ensure the State Fleet program has effective and efficient equipment and resources.

To coordinate with the risk management function to ensure that all state vehicles and assets are insured at the appropriate level and at an equitable distribution.

To participate in the State's emergency preparedness program in terms of the protection and readiness of State Fleet assets.

To attend meetings and serve on committees on behalf of the divisional director related to the State Fleet program.

To assist in the preparation of the State Fleet operational budget; monitors expenditures for cost savings and efficiencies across the state fleet.

To prepare reports as required by state law and as requested by the Divisional Director and Director of Administration.

To do related work as required.

REQUIRED QUALIFICATIONS FOR APPOINTMENT:

KNOWLEDGE, SKILLS AND CAPACITIES: A thorough knowledge of and the ability to apply management principals and techniques, to include program planning, design and evaluation; a thorough knowledge of relevant state and federal laws, statutes and regulations; considerable knowledge of the principals utilized in the use, need, forecasting and management of a large motor vehicle fleet; knowledge of application and utilization of advanced vehicle technologies; knowledge of the principals of budgeting, planning, and administration; the ability to develop and influence policy; the ability to direct and coordinate the activities of a diversified professional, technical and administrative staff; considerable oral and written communication skills; considerable interpersonal skills with the ability to establish and maintain effective working relationships.

EDUCATION AND EXPERIENCE:

Education: Such as may have been gained through: possession of a Bachelor's Degree from an accredited institution of higher learning in the field of general management, operational management, or closely related field; and

Experience: Such as may have been gained through: employment in a responsible managerial capacity involving the operation, management and administration of a large, diverse fleet of serviceable vehicles in a government or business unit.

Or, any combination of education and experience that shall be substantially equivalent to the above education and experience.

SPECIAL REQUIREMENTS:

Must possess and maintain a valid motor vehicle operator license as a condition of employment.

Class Created: 6/24/2018